



**Embassy of the United States of America  
Consular Section, Immigrant Visa Unit  
Bogotá, Colombia**

**THE INSTRUCTION PACKAGE FOR IMMIGRANT VISA APPLICANTS**

Case Number: \_\_\_\_\_

Dear Visa Applicant:

We have received approval to start processing your immigrant visa. In order to prepare for your interview with a consular officer, please read the following instructions carefully.

**FIRST:** Obtain the documents on this list that apply to your case (list of documents attached), but **DO NOT** send them to this office. You must present them at the Consular Section at the U.S. Embassy on the day of your visa interview. You will be notified later in writing of the date of your interview.

**SECOND:** As soon as you have obtained *ALL* documents required to process your case, **you must complete and sign** the attached Forms DS-2100 and [download DS-230 Part I](#) (Application for Immigrant Visa and Alien Registration – Biographic Data). One DS-2100 is required per petition. One DS-230 is required for **each** applicant.

**You must completely fill out the form DS-2100 and DS-230 Part 1. If a question does not apply to you, write 'Not applicable'. Do not leave questions blank. Incomplete or inaccurate documentation will delay visa processing.**

**Return the form DS-2100 and DS-230 Part 1 forms immediately by mail OR fax:**

- Embajada de los Estados Unidos,  
Unidad de Visas de Inmigrante,  
Cra. 45 No. 24B-27, Bogotá; or
- **Fax:** (571) 315-4155; or
- Email: [IVBogota@state.gov](mailto:IVBogota@state.gov)

**Submitting duplicate copies of the required forms will delay visa processing. Do not contact the (Immigrant Visa (IV) Unit for receipt confirmation. Please include an email address on the Form DS-2100.**

**APPOINTMENT SCHEDULING:** When you have completed the previous steps, the Immigrant Visa (IV) Unit will send you a formal Visa Appointment Package and interview letter. We schedule appointments as they become available. Generally, appointments are scheduled about two months in advance. Each visa category and case is different, however, and we cannot provide an exact timeline. Do not contact the IV Unit to ask when your appointment will be scheduled. You should only contact the IV Unit to notify us of the death of the petitioner or an accompanying family member, a change of marital status, the birth or adoption of a child, or a change of address.

To download forms, learn more about the visa process, or see if your appointment has been scheduled, please go to the Immigrant Visa Section of our website at [http://bogota.usembassy.gov/immigrant\\_visas.html](http://bogota.usembassy.gov/immigrant_visas.html).

Due to increased visa demand, the IV Unit is not able to answer email or telephone questions about appointment scheduling. Please check our [online appointment schedule](http://bogota.usembassy.gov/iv-appointments.html) which is updated between the 20<sup>th</sup> and 30<sup>th</sup> of each month (<http://bogota.usembassy.gov/iv-appointments.html>).

**What should I do if my appointment has been scheduled, but I haven't received my Appointment Package?**

Due to unpredictable Colombian mail service, we have moved all packages and forms to our [website](http://bogota.usembassy.gov/appt-package.html): <http://bogota.usembassy.gov/appt-package.html>. If your appointment is listed on our website but you haven't received an Appointment Package and interview letter, please download an Appointment Package from our website and follow the detailed instructions. You may schedule your medical appointment and enter the Consular Section waiting room only on the scheduled date of your interview without your interview letter.

The consular officer cannot determine whether you qualify for an immigrant visa until you formally apply and are interviewed at the Embassy. **You should NOT make any travel plans, quit your job, or sell your properties until you have received your visa package in hand. We are unable to guarantee the issuance of a U.S. visa before a fixed travel date. You risk significant financial losses if you ignore this advice.** If approved, your visa package will be delivered by private courier in approximately ten calendar days.

For more information on the Immigrant visa process, visit [http://travel.state.gov/visa/immigrants/info/info\\_3179.html](http://travel.state.gov/visa/immigrants/info/info_3179.html)

**WARNING:**

**The Consular Section does not endorse or have a "special relationship" with any individual, attorney, or business that offers advice or assistance with the visa process.** No one can guarantee that your visa will be issued. All U.S. government forms are free. Beware: many visa applicants lose money or are permanently barred from the United States as a result of misleading information and fraudulent applications provided by visa consultants or attorneys.

Any document or information presented in connection with your immigrant visa application may be investigated by our Fraud Prevention Unit. **Any attempt to misrepresent a material fact to a consular officer may make you permanently ineligible to obtain a visa.**

**By law, an immigrant visa petitioner may be imprisoned up to five years or fined up to \$250,000, or both, for entering into a marriage contract for the purpose of evading any provision of the immigration laws. In addition, a petitioner may be fined up to \$10,000 and imprisoned for up to five years, or both, for knowingly and willfully falsifying or concealing a material fact or using any false document in submitting a petition.**

If you wish to discontinue the immigrant visa petition process, please inform the National Visa Center at [http://travel.state.gov/visa/immigrants/info/info\\_3177.html](http://travel.state.gov/visa/immigrants/info/info_3177.html).

**ENCLOSURES:**

- Form DS-2100 - Notification of Applicant Readiness. (one per petition). **Return Immediately**
- [Form DS-230 Part I](http://travel.state.gov/pdf/DS-0230.pdf) - Application for Immigrant Visa and Alien Registration – Biographic Data (One per applicant). Download this form at: <http://travel.state.gov/pdf/DS-0230.pdf>. **(Return Immediately)**
- List of Documents

## **FORM DS-2100**

### **NOTIFICATION OF APPLICANT READINESS**

You, or your agent, may notify United States Embassy Bogotá that you are ready for an interview by using this Form DS-2100. The form indicates that you (and your family members, if applicable) have obtained all the necessary documents for the immigrant visa interview.

#### **Document requirements**

Please obtain the **original documents** or **certified copies** listed in **Instructions for Immigrant Visa Applicants** from an appropriate authority for yourself and each family member who will accompany you to the United States. All documents that pertain to your petition are required, even if they were previously submitted to U.S. Citizenship & Immigration Services (USCIS) or the National Visa Center (NVC) with your petition.

Please fill out the information below and sign.

\_\_\_\_\_  
Case Number (if known)

\_\_\_\_\_  
Complete Name-Please Type or Print

\_\_\_\_\_  
Mailing Address for Appointment Letter

\_\_\_\_\_  
Applicant's Daytime Telephone

\_\_\_\_\_  
Applicant's Cellular Telephone

**Email:** \_\_\_\_\_

I attest that I have all of the documents specified in the **Instructions for Immigrant Visa Applicants** and other instructions, which are applicable in my case, and I am prepared for my visa interview.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

#### **Return *one* copy of these forms immediately to:**

- Embajada de los Estados Unidos,  
Unidad de Visas de Inmigrante,  
Cra. 45 No. 24B-27, Bogotá; or
- **Fax:** (571) 315-4155; or
- Email: IVBogota@state.gov

**Submitting duplicate copies of the required forms will delay visa processing. Do not contact the Immigrant Visa Unit for receipt confirmation—we will contact you by mail with the appointment date.**

## LIST OF DOCUMENTS

*Informal English translations are required for civil documents written in a foreign language. We can return most original documents if you also bring notarized photocopies to your interview.*

- **PASSPORT:** The passport must be valid for travel to the United States and have at least eight (8) months of validity left from the date the visa is issued. Applicants who have traveled to the United States should also present **all** previous passports.
  - Bring a copy of the petitioner's U.S. passport or green card.
- **PHOTOGRAPHS:** Four (4) COLOR photographs taken within the past six months for **each** applicant. See attached photograph instructions. Altered or photo-shopped photos will be rejected.
- **BIRTH CERTIFICATES:** Each applicant must present an original or a notarized copy of **all** versions of their birth certificates. A copy of the Folio is required. The date and place of birth, parents' names, and date the birth was registered must be included. *We do not accept 'short form' birth certificates, as they are not official extracts from government records. Applicants must present the first/original copy of their birth certificate in addition to the replacement version if it replaced an older version. The visa will not be approved until the applicant brings copies of ALL the versions of their birth certificates.*
  - **Siblings (F4):** Must present a *folio copy* of your petitioning sibling's birth certificate(s) (or baptismal certificate if your sibling was born in 1939 or earlier).
  - **Parents (IR5):** Must present a *folio copy* of your petitioning child's birth certificate(s).
  - **Special note for applicants born before 1939:** You may present a recently issued **baptismal certificate** with marginal notes in lieu of a birth certificate.
- **BAPTISMAL CERTIFICATE:** Recently issued baptism certificate with marginal notes is required for all applicants. Failure to bring a baptism certificate may delay the processing of your visa.
  - **Parents (IR5):** You must present the baptism certificate of your petitioning child
- **MARRIAGE CERTIFICATES:** Married applicants must present a certified copy of their civil marriage certificate. All marriage certificates must include the date and place of the marriage, complete names of the spouses, and name and title of the person who performed the ceremony. *Applicants and petitioners must also present proof of the termination/divorce of any previous marriages.*
  - **Stepchildren of American Citizens or Lawful Permanent Residents:** Marriage certificate of your biological parent and the petitioner is required. *Your parent and the petitioner must also present proof of the termination/divorce of any previous marriages.*
- **TERMINATION OF PREVIOUS MARRIAGES:** Certified photocopies of final divorce decrees, annulments, or death certificates are required for the petitioner and **ALL** applicants. We cannot accept civil or religious separations, including '*Separaciones de cuerpos y bienes*,' '*Liquidaciones de sociedad conyugal*,' or annotations on the back of marriage certificates as proof that a marriage has been terminated.
- **POLICE CERTIFICATES:** A Colombian police certificate "*Certificado Judicial*" is required for all applicants who will be 18 years of age when they travel to the U.S. It may be obtained at any DAS office or online at <http://das.gov.co>. Police certificates are also required from applicants who have lived in another country for more than 12 months since turning 16 years of age (except for the United States, Mexico, and Venezuela). Please visit <http://travel.state.gov/visa/reciprocity/index.htm> for information about obtaining police certificates for other countries.
- **JUDICIAL AND PRISON RECORDS:** Applicants who have been arrested for any reason in any country (including Colombia or the United States) or who have any judicial/prison record **must** present copies of **ALL** documents related to the case, even if the charges were dropped, the applicant was found innocent, or they received an amnesty or other act of clemency. The visa will not be approved until all judicial and prison records are presented to the Consular officer.
- **IMMIGRATION RECORDS:** Applicants who have been denied admission to the United States, requested extensions, changed status, applied for asylum, been deported, or granted voluntary departure from the United States must bring all relevant documents from the Department of Homeland Security or the immigration judge. The visa will not be approved until all judicial and prison records are presented to the Consular officer.

- **DAS CERTIFICATE** – Entries and exits to and from Colombia for the past 10 years for both the petitioner and all visa applicants over age 18. This document may be obtained in Bogotá at the DAS Office located at Calle 100 #11B-27, Edificio Platinum, Bogotá. Failure to bring this document may result in delays in visa processing.
- **AFFIDAVIT OF SUPPORT:** A [Form I-864](http://www.uscis.gov/i-864) (Affidavit of Support) is required at your interview. If your petitioner did not previously submit the Form I-864, he or she should download and complete Form I-864. You should bring Form I-864 to your interview. This form and detailed instructions may be downloaded at <http://www.uscis.gov/i-864>.
  - The primary applicant's Form I-864 requires an **original signature**. A **photocopy or fax is NOT acceptable**.
  - **Each** traveling family member requires their own copy of the Form I-864. If you do not bring all required copies of the Form I-864, the visa will not be approved.
  - **The I-864 must be accompanied by the petitioner's latest income tax forms (Form W2, 1040, and letter from their employer certifying their employment)**
  - Income guidelines may be found at <http://www.uscis.gov/i-864p>.
  - If the petitioner has low or no income, an I-864 for each applicant must be completed by a **cosponsor** who is a current U.S. resident or U.S. Citizen.
- **MEDICAL EXAMINATION:** You will receive instructions regarding medical examination procedures in your Immigrant Visa Appointment Package. The Medical Exam is performed in Bogotá.
- **EVIDENCE OF A GENUINE MARRIAGE RELATIONSHIP:** For marriage-based petitions, the visa cannot be approved until the Consular Officer is convinced that the marriage is genuine. An approved petition or marriage certificate is not sufficient evidence that the marriage is genuine. Applicants may wish to bring photographs, evidence of communication between them (phone records, emails, post-marked letters, phone cards), evidence of travel together, and financial records or joint accounts with both of their names as evidence of a genuine, ongoing relationship and any other evidence that demonstrates your relationship over time. Your spouse is not required to be present at the interview, but the consular officer may recommend that they come to the Embassy for an additional interview at a future date. **If a marriage is determined by the consular officer to be a sham, the petition will be returned to USCIS for revocation, and the petitioner may face legal penalties.**
  - **Step Children:** Petitions on behalf of step-children also require proof of a genuine marriage relationship between their biological parent and the step-parent.

#### PLEASE NOTE:

Passport biographic information, including name and date of birth, must exactly match applicants' civil documents. Any discrepancies should be corrected by the relevant Colombian authorities prior to your interview. **The visa cannot be approved if there are discrepancies in the name or date of birth on your civil documents.**

#### PHOTOGRAPH INSTRUCTIONS FOR IMMIGRANT VISA APPLICATIONS

- Photos must be 5 cm x 5 cm
- Color photograph
- Both ears must be visible.
- Altered or photo-shopped photos are illegal and will be rejected.
- Photo must be recent (taken no more than six months ago).
- The person must be looking straight ahead (cannot be looking to the left, to the right, up or down), and the face must cover approximately 50% of the area of the photo.
- No head covering
- No earrings
- White background

